

Approved
-1/17/52

ARTICLE I PURPOSE

The purpose of WCSR, The Smith College Radio Station, shall be to serve the interests of the student body both as a means of communication and a medium of entertainment. WCSR, operating as a non-~~commercial~~^{profit} organization, shall be staffed solely by students of Smith College, in order for them to gain practical experience in the fields of radio. WCSR, the Smith College Radio Station, shall at all times endeavor to be perceptive about the needs and desires of the students which it serves.

ARTICLE II MEMBERSHIP

A. Trial Membership

1. Trial membership shall be open to all students desiring this membership.
2. Application for trial membership shall be made at special meetings for this purpose at the beginning of each semester. Students desiring membership at times other than this may give their names to the station manager, and should the need arise in any department, the student may be taken on as a trial member. The latter shall be determined by Steering Committee.
3. Trial members shall not have a vote in the Station Policy.
4. Trial members shall be on call at all times to help in any department of the Radio Station but shall officially be entered on the roll of the department of their choice.
5. A trial member may be assigned to another department other than the one of her choice if members are needed in that department. This temporary assignment shall be left up to the discretion of Steering Committee.
6. Each trial member at the end of twenty hours of work for WCSR will be eligible for full membership. The twenty hours of work must be completed during one semester of the academic year.
7. Her general willingness to work and her ability will determine whether she will be given full membership. Each case will be decided by the head of the department on its own merits.
8. Any girl who is refused membership at any time may request that she be allowed to present her case before the Steering Committee for reconsideration. At this time the Steering Committee will carefully review the case again and their judgement will be final.
9. All trial members will be required to attend one Steering Committee meeting during their time of trial membership. They shall be required also to attend all meetings held on the various phases of WCSR that are included in the general indoctrination course given by the staff of WCSR and visiting speakers.
10. Every trial member will be required to attend all but one monthly meeting of WCSR unless excused by the Station manager.

B. Full Membership

1. Full membership shall be automatically given to any trial member who completes the 20-hour requirement, and who is recommended for membership by the head of the department.
2. Every full member of the radio station shall be required to contribute 25 hours of work in radio each academic year in order to retain her full membership status. She must also attend all but two of the monthly WCSR meetings unless excused by the station manager.
3. A full member of the radio station shall be entitled to attend all conferences, visits to other stations and other affairs of radio interest at other colleges.
4. Only a full member may represent the Smith Radio Station at any conference away from Smith College. She will be, however, subject to voting restrictions as determined by the Steering Committee.

5. Only a full member of the Smith College Radio Station may become a permanent head of a night, morning or afternoon in any department of the station.

ARTICLE III ORGANIZATION

A. FACULTY ADVISOR shall be suggested by the Station manager to Steering Committee and upon a 2/3 vote of the Committee shall become the official advisor to the radio station.

1. The Faculty Advisor shall serve a term lasting from the beginning of the academic year to the end of the academic year.

2. The Faculty advisor may receive unlimited reappointments subject to the same voting requirements as set forth in A of Article III by the incoming Steering Committee.

3. A meeting of the Faculty Advisor and the Station Manager shall take place at least once every month of the academic year.

4. All suggestions of the Advisor shall at no time be binding upon the members of the radio station, although special note will be taken of any suggestions offered.

B. STEERING COMMITTEE

Treasurer

1. The six divisional managers, together with the Station Manager, Executive Secretary and the two elected representatives shall constitute the Steering Committee.

2. The Steering Committee shall be charged with the routine functioning of Station WCSR.

3. All suggestions for changes in the charter must be brought before Steering Committee first. Steering Committee will hear the case and vote according to their decision on the advisability of the plan. If Steering Committee believes that it is a good plan, it will be acted upon immediately. A change in the charter shall be brought before the Station at the next monthly meeting. If Steering Committee does not agree with the plan, then the individual or individuals may if they so desire submit a written petition to the Station Manager signed by 5% of the full members of the Station, to have the subject put on the agenda for the next monthly meeting.

C. STATION MANAGER

1. The Station Manager shall preside at all regular business meetings of the Station and shall act as the Chairman of the Steering Committee.

2. The Station Manager shall call all WCSR meetings and those of Steering Committee, and may call a divisional meeting.

3. The Station Manager shall at all times act as the co-ordinating force within the Station. She shall receive all complaints and shall bring them to the attention of the Steering Committee whenever she deems necessary.

4. She will ultimately be responsible for all material broadcast over WCSR directly.

D. HEAD OF PRODUCTION

1. The head of production shall at all times be responsible directly for any material that is broadcast over WCSR.

2. She, as head of production, will call all meetings of the production department.

3. In the event of the absence or the disability of the Station Manager, the head of production shall preside at the general WCSR meetings and shall act as Chairman of the Steering Committee. In this event, she shall appoint a member or members to carry on her duty as head of production. She shall, however, still be responsible for all material broadcast over the station. The head of production shall retain the office of Station Manager until the return of the Station Manager or until a new Manager is elected.

E. THE EXECUTIVE SECRETARY

1. The executive secretary shall keep all official records of the Station, the minutes of all business meetings and she shall handle all correspondence by direction.

2. She shall also keep a permanent file of correspondence and other necessary data concerning the Radio Station.

F. THE TREASURER

1. The treasurer shall be the custodian of all books dealing with the financial business of the Station.

2. The treasurer shall sign all checks in the name of Station WCSR.

3. The treasurer and the Station Manager shall have monthly meetings with the college treasurer to discuss the finance of the Station.

2. Only a full member of the Station may become a permanent head of a unit, holding an appointment of the station.

ARTICLE III ORGANIZATION

A. FACULTY ADVISOR shall be suggested by the Station manager to Steering Committee and upon a 2/3 vote of the Committee shall become the official advisor to the radio station.

1. The Faculty Advisor shall serve at least one year from the beginning of the academic year to the end of the academic year.

2. The Faculty Advisor may receive unlimited appointments subject to the same voting requirements as set forth in Article III of the Financial Steering Committee.

3. A meeting of the Faculty Advisor and the Station manager shall take place at least once every month of the academic year.

4. All suggestions of the Advisor shall at no time be binding upon the members of the radio station, although special note will be taken of any suggestions offered.

B. STEERING COMMITTEE

1. The six divisional managers, together with the Station Manager, Executive Secretary and the two elected representatives shall constitute the Steering Committee.

2. The Steering Committee shall be charged with the general functioning of the station.

3. All suggestions for changes in the charter must be brought before the Steering Committee first. The Steering Committee will hear the case and vote according to their decision on the advisability of the plan. If the Steering Committee believes that it is a good plan, it will be adopted upon immediately. A change in the charter shall be brought before the station at the next monthly meeting. If the Steering Committee does not agree with the plan, then the individual or individuals may if they so desire submit a written petition to the Station Manager signed by 25 of the full members of the station, to have the subject put on the agenda for the next monthly meeting.

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1. The treasurer shall be the custodian of all books dealing with the financial business of the station.

2. The treasurer shall sign all checks in the name of the station WCSR.

3. The treasurer and the Station Manager shall have monthly meetings with the college treasurer to discuss the finance of the station.

4. No charge to an account of Station WCSR may be made by any member without the approval of the Station Manager and the Treasurer

G. DEPARTEMENTAL MANAGERS

1. The Station WCSR shall be divided into six departements and there shall be a division manager at the head of each departement.

2. The six departements shall bear the following names, indicative of their function:

- a) The Programming and Production Departement
- b) The Technical Departement
- c) The Financial Departement
- d) The Advertising Departement
- e) The Publicity and Public Relations Departement
- f) The Music Departement

3. Each departement shall have its own rules which will govern the members of the departement, but at no time may any rules contradict any article in the charter of WCSR.

H. ELECTED REPRESENTATIVES

1. As representatives of the Station to Steering Committee the elected representatives shall have one vote in all the policy formation of the Committee.

2. The elected representatives may be requested to work at various jobs that need to be performed at the Radio Station, at the discretion of the Manager. Such duties shall at no time be allowed to interfere with their primary job of elected representatives.

3. It is the duty of the elected representatives to make suggestions to the Station Manager regarding all phases of the Station made by the members of the Station.

ARTICLE IV METHODS OF ELECTION

A. The ~~election and~~ instillation of all the new officers of this Station shall be made immediately upon the announcement of the top Student Council Officers.

1. The slate of candidates for each office must be submitted to the Station Manager two and ~~half~~ weeks before the election. The Station Manager must in turn submit the slate to Point System.

2. The pictures of all candidates on the final slate for the various offices must be posted two weeks before the date of the election. Pertinent data must be included concerning the candidates.

3. This material must be placed in a conspicuous spot so that all members may be able to see it.

B. STATION MANAGER, PRODUCTION HEAD, EXECUTIVE SECRETARY, TREASURER

1. All full members of WCSR are eligible for election ~~for~~ the position of these four.

2. It shall be recommended that the Station Manager be a student entering her senior year the following fall. For any other student to hold the office there must be a majority vote of Steering Committee, and/or a written petition from the Station by 5% of the full members, to be put on the slate.

3. The Station Manager, Production Head and Secretary shall be elected by secret preferential ballot by the full members of the Station before the election of the division heads.

C. DIVISIONAL HEADS

1. Nominations for departement managers shall be made by full members of each division.

2. Each division shall select its own manager by secret preferential ballot from among the full members of the division. The slate shall be narrowed down till a majority of votes is received by one candidate, unless the majority needed is gotten on the first voting. *The station manager shall preside at all election meetings.*

1. No charge to an account of Station WOSR may be made by any member without the approval of the Station Manager and the Treasurer.

G. DEPARTMENTAL MANAGERS

1. The Station WOSR shall be divided into six departments and there shall be a division manager at the head of each department.

2. The six departments shall bear the following names, indicative of their function:

- a) The Programming and Production Department
- b) The Technical Department
- c) The Financial Department
- d) The Advertising Department
- e) The Publicity and Public Relations Department
- f) The Music Department

3. Each department shall have its own rules which will govern the members of the department, but no rule shall be made which contradicts any article in the charter of WOSR.

H. ELECTED REPRESENTATIVES

1. As representatives of the Station to Steering Committee the elected representatives shall have one vote in all the policy formation of the Committee.
2. The elected representatives may be requested to work at various jobs that need to be performed at the Station, at the discretion of the Manager. Such duties shall at no time be allowed to interfere with their primary job of elected representatives.
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2. It shall be recommended that the Station Manager be a student entering during senior year the following fall. For any other student to hold the office there must be a majority vote of Steering Committee, and/or a written petition from the Station by 25 of the full members, to be put on the slate.
3. The Station Manager, Production Head and Secretary shall be elected by secret preferential ballot by the full members of the Station before the election of the division heads.

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2. Each division shall select its own manager by secret preferential ballot from among the full members of the division. The slate shall be narrowed down till a majority of votes is received by one candidate, unless the majority needed is gotten on the first voting. The station manager shall preside at all election meetings.

ARTICLE V MEETINGS

A. The Station Manager shall call one general meeting, for the business of the Station, per month.

B. The Station Manager or the divisional managers shall call the individual divisional meetings.

C. The Steering Committee shall meet once a week or oftener at the request of the Station Manager. A Unanimous vote of the entire Steering Committee may cancel a weekly meeting, if it is deemed unnecessary to hold said meeting.

D. Any ten members of the Station upon petition to the Station Manager may request a meeting of the Station, or of an individual division, or of the Steering Committee. Such request shall automatically be granted by the Station Manager.

ARTICLE VI FINANCES

A. The college treasurer shall act as financial advisor to the Station and at the start of each college fiscal year, the financial manager with the aid of the Station Manager shall submit a tentative budget to the college treasurer for criticism and approval.

B. No funds shall be expended for any purpose without the approval of both the financial head of the Station and the Station Manager.

ARTICLE VII PUBLIC SERVICE TIME

A. At the first meeting of Steering Committee each year, it will be determined how much time shall be granted to clubs and charity organizations as free time.

B. This decision may at a later date be amended by a 2/3 vote of Steering Committee.

ARTICLE VIII AMENDING OF THE CHARTER

A. This charter may be amended by a 2/3 vote of the members present at any one of the monthly WCSR meetings.

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- A. At the first meeting of the Steering Committee each year, it will be determined how much time shall be allotted to clubs and charity organizations as free time.
- B. This allocation may at a later date be amended by a 2/3 vote of the Steering Committee.

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- A. This charter may be amended by a 2/3 vote of the members present at any one of the monthly meetings.